

NORTH CAROLINA'S RECREATIONAL TRAILS PROGRAM GRANT



GENERAL INFORMATION

North Carolina Division of Parks and Recreation
State Trails Program
April 2014

****Disclaimer:** RTP Grant Information produced by the NC DPR-State Trails Program is guidance. This document can be updated/changed at any time pending review/comment from the Federal Highway Administration.*

QUICK FACTS ABOUT NORTH CAROLINA'S RECREATIONAL TRAILS PROGRAM

APPLICATION DEADLINE: **June 6, 2014**

Source of Funds: 'Moving Ahead for Progress in the 21st Century Act'
(MAP-21)

Acronym: RTP

RTP Funding Allocation for North Carolina: 2014 - Approximately \$1.5 Million
2015 - \$0 at present – requires Federal re-authorization of the RTP

Permissible Uses: New Trail/Greenway Construction
Trail/Greenway Renovation
Approved Trail/Greenway Facilities
Trail Head/Trail Markers
Purchase of Tools to Construct and/or Renovate Trail/Greenway
Land Acquisition for Trail Purposes
Planning, Legal, Environmental, and Permitting Costs—up to 10% of grant amount
Combination of the Above

Grants Available to: Governmental Agencies
Non-profit Organizations

Minimum Grant Amount: \$10,000

Maximum Grant Amount: \$100,000

Match Requirement: 25% Match of RTP Funds Received

Application Cycle: Pre-Application (required) – Available online now
Pre-Application - Due November 15, 2013
2014-15 RTP Applications – Available by Invitation Only
2014-15 RTP Applications – Due June 6, 2014

Primary Contact: **Grants Manager**
Vincent T. Newman-Brooks
Direct Line: (919) 707-9306
E-mail: Vincent.Newmanbrooks@ncparks.gov

State Trails Program Contact List: http://www.ncparks.gov/About/trails_contacts.php

FEDERAL ENABLING LEGISLATION -RECREATIONAL TRAILS PROGRAM

The RTP is a federal grant program authorized by Congress in 2010 as the Moving Ahead for Progress in the 21st Century Act (MAP-21). This authorization provided funding for the RTP through the 2014 fiscal year.

The intent of the RTP is to help fund trails and trail-related recreational needs at the State level. Funding for the RTP comes from federal gas taxes paid on non-highway fuel used in off-highway vehicles. The program is administered at the Federal level by the Federal Highway Administration (FHWA). At the State level, the Secretary of the Department of Environment and Natural Resources (DENR) has assigned that responsibility to the Division of Parks and Recreation - State Trails Program. The North Carolina Trails Committee (NCTC) is a seven-member advisory committee who reviews all applications and makes recommendations for funding to the Secretary. The Secretary of DENR has the final approval authority for North Carolina.

FEDERAL HIGHWAY ADMINISTRATION/RECREATIONAL TRAILS PROGRAM WEBSITE AND PROGRAM INFORMATION

For more information about the Recreational Trails Program, visit the Federal Highway Administration's website: <http://www.fhwa.dot.gov/environment/rectrails/index.htm>. This site includes information about enabling legislation, program guidelines, and funding authorization.

FEDERAL DEFINITION OF TRAIL

Section 206 of the Recreational Trails Program Legislation provides the following definitions for Motorized Recreation and Recreational Trail:

MOTORIZED RECREATION --The term "motorized recreation" means off-road recreation using any motor-powered vehicle, except for a motorized wheelchair.

RECREATIONAL TRAIL --The term "recreational trail" means a thoroughfare or track across land, water or snow, used for recreational purposes such as:

- Pedestrian activities, including wheelchair use
- Skating or skateboarding
- Equestrian activities, including carriage driving
- Non-motorized snow trail activities, including skiing
- Bicycling or use of other human powered vehicles
- Aquatic or water activities
- Motorized vehicular activities, including all terrain vehicle riding, motorcycling, snowmobiling, use of off-road light trucks, or use of other off-road motorized vehicles

PERMITTED USES OF RTP GRANT FUNDS

- Development of urban trail linkages
- Maintenance of existing recreational trails
- Restoration of areas damaged by usage of recreational trails and back country terrain
- Development of trail-side and trail-head facilities with preference for trail-head and trail information signs and parking areas; and consideration given to restrooms, drinking fountains, and other trail side facilities
- Development of a canoe/kayak access facilities and camping platforms
- Provision of features which facilitate the access and use of trails by persons with disabilities
- Acquisition of easements for trails
- Acquisition of fee-simple title to property from a willing seller for trail use, when the objective of the acquisition cannot be accomplished by acquisition of an easement or by other means

Note: RTP guidance prohibits condemnation of any kind of interest in property and you must follow the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 – 49 CFR Part 24

- Construction of new trails on state, county, municipal, or conveyed easements across private lands, where a recreational need for such construction is shown
- Construction of new trails crossing federal lands, where such construction is approved by the administering agency charged with management of all impacted lands
- Planning, design, engineering, permitting, and environmental compliance study costs of up to 10% of any RTP grant award
- Acquisition of trail construction and maintenance tools and/or equipment (\$500.00 maximum per unit established by North Carolina)
- Rental of trail construction and maintenance tools and equipment

NON-PERMITTED USES OF RTP GRANT FUNDS

- Trail brochures and maps
- Condemnation of any kind of interest in property
- Construction of any recreational trail on National Forest System lands for motorized uses unless such lands (other than wilderness areas) are otherwise consistent with the management direction in such approved land and resource management plan
- Upgrading, expanding or otherwise facilitating motorized use or access to trails predominantly used by non-motorized trail users, and on which, as of May 1, 1991, motorized use is either prohibited or has not occurred
- Feasibility Studies
- Law Enforcement

- Railroads
- Roads
- Sidewalks
- Wilderness areas
- Construction of any recreational trail on Bureau of Land Management land for any motorized use unless the land has been designated for uses other than wilderness by an approved BLM resource management plan or has been released to uses other than wilderness by an Act of Congress; and the construction is otherwise consistent with the management direction in the approved management plan.

FEDERAL RTP ALLOCATION REQUIREMENTS

- 30% Reserved for Motorized Trails
Not less than 30% of the State's allocation must be reserved for uses relating to motorized recreation. This includes motorized single use projects and motorized diverse use projects.
- 30% Reserved for Non-Motorized Trails
Not less than 30% of the State's allocation will be reserved for uses relating to non-motorized recreation. This includes non-motorized projects for a single use and non-motorized diverse use projects.
- 40% Diverse Use Projects
40% of the State's allocation is discretionary funding, but preference will be given to projects with the greatest number of compatible recreational purposes or that provide for innovative recreational trail corridor sharing to accommodate motorized and non-motorized recreational trail use.

FEDERAL MATCH REQUIREMENTS

The Federal RTP is a 75/25 matching grant program. For every RTP dollar received, the grantee must provide the required 25% match. This 25% match must come from a non-FHWA source in the form of cash, force labor services, in-kind services, donated materials, or the value of acquired or donated land for this specific trail project.

APPROVED IN-KIND AND FORCE ACCOUNT LABOR MATCH ALLOWANCES

RTP applicants are allowed to use In-Kind and Force Account Labor services as all or some portion of their required 25% match. The services provided must be performed to assist with or support the project that will be accomplished with approved RTP grant funds. Each listed In-Kind and/or Force Labor match must reference a specific deliverable. Proof of donation/gift must be provided and value of the donation documented on official letterhead with the date of donation.

Allowable in-kind services are:

General Volunteer Labor

- 17 years and up – labor valued at \$21.04 per hour as noted by the Independentsector.org at http://www.independentsector.org/volunteer_time
- 16 years and under – labor valued at \$7.25 per hour, North Carolina's Minimum Wage

Skilled Volunteer Labor and/or Services

- Skilled volunteer labor – valued at the fair market rate, equal to what the individual is normally paid for such service; documentation of labor and value of labor is required.

Donated Equipment and Operator

- Donated Equipment and Operator – equipment and labor valued at the fair market rate, equal to what the individual is normally paid for such service, documentation of gift and value required.

Donated Materials

- Donated Materials – valued at the fair market value of any materials from the person or persons donating the materials, documentation of gift and value required.

Project Planning and Environmental Compliance Costs

- Project Planning and Environmental Compliance Services – The donation of professional or accredited planning and environmental compliance services will be valued at the fair market value, documentation of gift and value required. These services are limited to costs incurred less than 18 months prior to or after the RTP grant contract document is fully executed. This service must apply specifically to guidance or support of the project that will be accomplished with approved RTP funds.

Land Donated for this Trail Project

- Land donated to a governmental agency or a non-profit organization for public trail –valued at the appraised value of the donation. The donation of land must have taken place less than 18 months prior to or after the RTP grant contract document is fully executed.

Note: The donation of land or interest in land must be for a minimum of 10 years with no cancelation clauses.

Allowable force account services are:

Agency or Organization's Paid Labor

- Use of Agency or Organization's paid labor to accomplish approved RTP deliverables – valued at the current hourly rate of pay for employee labor per hours worked for the associated deliverable.

Agency or Organization Owned or Leased Equipment

- Use of Agency or Organization Owned or Leased Equipment to Accomplish Approved RTP Deliverables – valued according to the federally approved Federal Emergency Management Agencies (FSMA) equipment rates – information provided on the following website: <http://www.fema.gov/schedule-equipment-rates>.

Value of Land Acquired by an Agency or Organization

- Value of Land Acquired by an Agency or Organization for this Specific Trail Project – valued at the price paid by the agency or organization for the land. This acquisition of land must have taken place less than 18 months prior to or after the RTP grant contract document is fully executed.

Note: *The acquisition of land or interest in land must be for a minimum of 10 years with no cancelation clauses.*

GUIDANCE FOR COMPLETING BUDGET INFORMATION - DELIVERABLES DESCRIPTION

The Budget and Deliverables pages in the 2014-2015 RTP Final Application are dynamic pages that should allow for maximum flexibility when entering your project deliverables. Please closely follow the instructions below when completing each page. Contact your Regional Trails Specialist if you have any questions.

First, enter the "RTP Amount Requested" on the "BUDGET INFORMATION" page. The "Required Match" amount will self-populate.

The "Deliverables Description" page is a dynamic page that will allow the applicant to enter a variety of deliverables, funding, and match items. In order to add additional rows to this page, click on the "+" button found on the left side of the page. All match items SHALL be linked to the appropriate deliverable. For this reason, the "Deliverable #" will be identical for a number of items on this page.

In the example below, the applicant plans to purchase a new bridge and reroute the trail on each end to connect the existing trail to the new bridge.

Deliverable #1 is the new bridge (100 feet long and 5 feet wide). The applicant plans to use \$75,000 of RTP funding and \$25,000 of their own cash as match to purchase the bridge. Deliverable #2 is a trail reroute (25 feet long and 5 feet wide on each end of bridge). The applicant plans to use \$250 of RTP funding to pay a contractor to “rough-cut” the trail reroutes and 40 hours of Volunteer Labor as in-kind match to “finish” the trail reroutes. The image below represents how the applicant will complete the “Deliverables Description” page.

Deliverables Description								
Define: who or what; hours or quantity; and what is to be accomplished								
*USFS Applicants: Please list the Sub-Category (Use descriptions i -vi on outline) in the Dimensions/ Description Box Please select the "+" button to add additional rows.								
	Deliverable #	Fund Request/ Match Type	Item	Dimensions / Description (Ex: Length, width & height)	Accomplished By	Unit	Rate	Value
+	#01	Cash-RTP	New Trail Construct	(c) New construction of trail and/or structures - iii. installing trail structures in new location - Bridge - 100' long and 5' wide	Contracted	1	\$75,000.00	\$75,000.00
+	#01	Cash-Match	New Trail Construct	(c) New construction of trail and/or structures - iii. installing trail structures in new location - Bridge - 100' long and 5' wide	Contracted	1	\$25,000.00	\$25,000.00
+	#02	Cash-RTP	Maior Maintenance	(b) Major maintenance of trail and/or structures - i. trail reroutes - 50' long and 5' wide	Combination	50	\$5.00	\$250.00
+	#02	Volunteer Labor	Maior Maintenance	(b) Major maintenance of trail and/or structures - i. trail reroutes - 50' long and 5' wide	Combination	40	\$21.04	\$841.60

Note that the “Deliverable #” on lines one and two is identical and represents the Cash-RTP and Cash-Match to purchase the bridge. The “Deliverable #” on lines three and four represents the trail reroute which will be completed with a combination of contractor and volunteer labor.

Entries in the “Item” and “Dimensions/Description” columns should be selected and copied from the outline found under the “**GUIDANCE FOR FORMATTING DELIVERABLES**” section below. Lengths, widths, heights, acreage, # of hours, etc. shall also be included in the “Dimensions/Description” column.

The “Dimensions/Description” for the bridge in the example above would appear as follows, “(c) New construction of trail and/or structures - iii. installing trail structures in new location - Bridge - 100' long and 5' wide”. The “Dimensions/Description” for the trail reroute on line three in the example above would appear as follows, “(b) Major maintenance of trail and/or structures - i. trail reroutes - 50' long and 5' wide”. The “Dimensions/Description” for the trail reroute on line four in the example above to specify volunteer hours would appear as follows, “(b) Major maintenance of trail and/or structures - i. trail reroutes - 50' long and 5' wide – 40 hours”.

ALL deliverables must be listed in this way. Please contact your Regional Trails Specialist for assistance if you have questions.

The “Summary of Budget Information” page will self-populate based on the information entered on the “Deliverables Description” page. Please use this page as a reference to confirm that all your totals are accurate.

GUIDANCE FOR FORMATTING DELIVERABLES

Deliverables:

- Each deliverable shall be listed in one of the following categories (a-f) and sub-categories (i-vi.):
 - (a) Routine maintenance of trail and/or structures (within existing trail corridor and tread)
 - i. Clearing trail corridor of vegetation and/or hazard tree removal
 - ii. Re-grading and/or de-berming native surface trail
 - iii. Filling and/or armoring low or wet areas in trail tread (with native or imported material)
 - iv. Maintaining, repairing or replacing drainage structures (culverts, rolling grade dips, silt traps, ditches, etc.)
 - v. Maintaining, repairing or replacing trail structures (bridges, steps, crib walls, armored crossings, etc.)
 - vi. Maintaining, repairing or replacing engineered surface (aggregate, asphalt, concrete, pavers, etc.)
 - vii. Light trail rehabilitation (closure of informal/social trails by blocking with natural organic materials – no soil disturbance)
 - (b) Major maintenance of trail and/or structures
 - i. Trail Reroutes
 - ii. Road to trail conversion
 - iii. Installing new drainage structures in existing trail corridor and tread (culverts, rolling dips, silt traps, ditches, etc.)
 - iv. Installing new trail structures in existing trail corridor and tread (bridges, steps, crib walls, armored crossings, etc.)
 - v. Installing new engineered surface in existing trail corridor and tread (aggregate, asphalt, concrete, pavers, etc.)
 - vi. Heavy trail rehabilitation (permanent closure with re-contouring, removal of culverts, soil disturbance, tread scarification, etc.)
 - (c) New construction of trail and/or structures
 - i. Constructing new trail with native surface and associated drainage structures
 - ii. Constructing new trail with engineered surface (aggregate, asphalt, concrete, pavers, etc.)
 - iii. Installing trail structures in new location (bridges, steps, crib walls, armored crossings, etc.)
 - (d) Renovation or maintenance of trail support facilities
 - i. Re-surfacing parking areas (aggregate, asphalt, concrete, pavers, etc.)

- ii. Maintenance of trail support facilities (repair/replace roof, painting, vault toilet pumping, etc.)
 - iii. Maintenance of trailhead access roads (re-grading, re-surfacing, cleaning drainage structures, etc.)
 - iv. Renovation of other trail support facilities
- (e) New construction of trail support facilities
 - i. Construction of new trail head parking areas
 - ii. Construction/installation of new restrooms, picnic shelters, etc.
 - iii. Installation of other support facility amenities (wells, water hydrants, lighting, utilities, grills, etc.)
 - iv. Construction of new canoe/kayak launches
- (f) Information kiosks, signage, and trail blazes
 - i. Maintain, repair, replace or install new trail head information kiosks and/or signs
 - ii. Maintain, repair, replace or install new trail directional signs, Carsonite posts, and/or blazes
 - iii. Maintain, repair, replace or install new trail interpretive signs
- The applicant shall also state how each deliverable is to be accomplished:
 - 1. Contract
 - 2. Volunteer
 - 3. Force Account
 - 4. Combination
- Deliverables Included in Category (a) shall be quantified simply by the # of linear feet to receive routine trail maintenance - and define cost estimates in terms of \$ per foot and how you arrived at this price estimate. Specific sub-categories (i. - vii.) to be accomplished should be described, but not quantified. For example, if requesting funds for contracted routine maintenance of trail and/or structures, the “Item” would be “Routine Trail Maintenance” and the Description should include “Routine trail maintenance to include clearing corridor of vegetation, regrading of trail surface, and cleaning out water diversion structures – 5,280 linear feet”.
- Deliverables Included in ALL OTHER Categories (b. - f.) - Each specific sub-category to be accomplished under ALL OTHER categories shall be specifically defined in terms of quantity and final outcomes (dimensions of work – width, length, materials, etc.). Define cost estimates per sub-category and how you arrived at this price estimate.
- Deliverables that Include Tools and/or Materials shall also be described in one or more of the categories and/or subcategories listed above. For example, if requesting funds to purchase trail building hand tools for routine maintenance, the “Item” would be

“Routine Trail Maintenance” and the “Description” should include “Re-grading and/or de-berming native surface trail; maintaining, repairing or replacing drainage structures – Trail Maintenance Hand Tools.”

Match:

- ALL match items (in-kind and force account) must reference a specific deliverable #.

GUIDANCE FOR REQUIRED MAPS

Maps are a vital part of the application process. These will be used both in the evaluation of the project and in the environmental review process. All maps should be sized to an 8½" × 11" page.

Overview map:

All projects must include an overview map that clearly shows how the RTP-funded project fits into any larger trail/greenway system of planned and/or existing trails and facilities. The project that is submitted for RTP grant consideration shall be clearly delineated and defined.

Project specific map:

All projects must include a project specific map that clearly shows the location of the trail project. It should include both existing and planned trails, parking areas, roads, accesses, facilities and points of interest. Property lines should also be clearly indicated.

Project Specific Map(s) shall also show the deliverables to be accomplished as indicated above under “GUIDANCE FOR FORMATTING DELIVERABLES AND MATCH”.

- Deliverables Included in Category (a) shall be mapped in general (show which specific linear feet of specific trails will receive routine maintenance).
- The **specific** location of deliverables Included in ALL OTHER Categories (b. - f.) shall be mapped to aid in environmental reviews.
- Map shall note which deliverables will be contracted out.
- Map shall note which deliverables will be completed force account.
- Map shall note which deliverables will be accomplished with requested tools, materials, and/or equipment rental.

Environmental topographic map:

All projects must also include a U.S. Geological Survey (USGS) topographic map (or map excerpt) showing the project area. The map must identify the USGS quadrangle that the project area is located.

NORTH CAROLINA - STATE RTP REQUIREMENTS

RTP Project Lands

North Carolina will award RTP grants to projects that are:

- On lands owned in fee simple or easements that are held in perpetuity by a governmental agency provided that the public is allowed use of the trail or facilities.
- On lands owned in fee simple or easements that are held in perpetuity by a non-profit organization provided that the public is allowed use of the trail or facilities.
- On lands that are leased by a governmental agency or non-profit organization for a minimum of 10 years.

***Note:** These are listed in priority order for evaluation and funding recommendations.*

Minimum Timeframe for Public Use

http://www.fhwa.dot.gov/environment/rectrails/rtp9908_pt2.htm#page42 states, "The RTP legislation does not require a minimum timeframe for a trail project to remain open to the public. Each State should establish a minimum timeframe appropriate for the type of trail use. Examples:

- A State may choose to invoke the Continuing Recreational Use provision of Section 6(f)(3) of the Land and Water Conservation Fund Act of 1965. See Continuing Recreational Use.
- If a project is located on an easement or on leased land, the State should establish a minimum timeframe for the easement or lease. The project should remain open for public access for the use for which the funds were intended.

The Division of Parks and Recreation after consulting with the North Carolina Trails Committee have established the following minimum timeframe for public use:

Any trail project funded in part with RTP grant funds shall remain open to the public for a minimum period of 10 years. Should a RTP trail project be closed prior to 10 years of public use, without sufficient reason, the State reserves the right to seek repayment of RTP funds based on a 10% per year depreciation schedule; and, the grantee's grant performance will be used when evaluating future grant applications submitted.

REIMBURSEMENT GRANT PROGRAM

The GRANTEE must finance 100% of the project costs. All eligible, incurred and documented expenditures will be refunded to the grantee, up to 90% of the total **RTP award amount**. The last 10% will be withheld until the project is complete, all records submitted, and a final site inspection has been completed. When all requirements have been met, the final 10% will be reimbursed.

Note: *You must complete at least one of your defined project deliverables in order to request any reimbursement.*

RTP APPLICATION PROCESS

Special Situation for 2014-2015 Federal RTP Funds

In an effort to better align RTP grant awards with the Federal fiscal year budget, the State Trails Program will be accepting pre-applications for the 2014 and 2015 Federal fiscal years. At this time, 2014 RTP funding has been authorized at \$1.5 million, funding for 2015 is uncertain pending federal reauthorization of the RTP program. Applicants may submit two pre-applications, but only one project/applicant/grant per year will be funded. Applications for 2016 RTP funding will be accepted in 2015.

RTP PRE-APPLICATION – Deadline, November 15, 2013

The Division of Parks and Recreation and the State Trails Program are requiring ALL applicants interested in applying for 2014-15 Recreational Trails Program funding to submit a **“2014-15 Federal Recreational Trails Program Pre-Application”** in order to be considered for RTP funding. The 2014-15 Federal Recreational Trails Program Pre-Application is available on the State Trails Program website online at:

http://www.ncparks.gov/About/trails_grants.php

First, click on Recreational Trails Program, next click on the RTP Trail Project Link which will take you to the information and application page. All agencies and non-profit organizations are **required to complete and submit the online pre-application by 11:59 pm on November 15, 2013**. Should your Pre-Application be selected by the NCTC, your agency or organization will be **notified and invited to submit a 2014-15 Federal Recreational Trails Program Final Application**.

By implementing this RTP Pre-Application process, we hope to enable our staff to assist applicants in submitting projects that are:

- well planned, designed, construction ready and easily completed in 2 years
- physically possible, legally permissible, and financially feasible
- that demonstrates connectivity and public support

RTP APPLICATION (Invitation Only) – Deadline, June 6, 2014

All electronic PDF applications must be submitted by email before 11:59 p.m. on June 6, 2014. A mailed CD/DVD/Flashdrive with the “live” PDF application and ALL required documentation should be postmarked on or before June 6, 2014.

Applications and supporting documentation submitted on or before the deadline will be reviewed by State Trails Program staff and the North Carolina Trails Committee.

Applications received after the deadline and/or without required documentation will NOT be considered.

ANTICIPATED TIMELINE *(timeline is subject to any changes due to changes in rules or regulations)*

Review of Proposed Grant Projects – Year round

Applicants are encouraged to submit grant assistance requests early to allow time for the appropriate Regional Trails Specialist to review proposed projects and insure that an applicant has provided all required documentation.

Prior to the application deadline, the Regional Trails Specialist will assist applicants, if needed, to modify or correct their application.

Review and Selection of RTP Pre-applications – Early December 2013

Should your Pre-Application be selected by the NCTC, your agency or organization will be notified and *invited* to submit a 2014-15 Federal Recreational Trails Program Final Application.

RTP Final Application Scoring – July 2014

A scoring breakdown can be found on our website:

http://www.ncparks.gov/About/trails_grants.php

The point values will be totaled and the applications ranked according to score from high to

low. This RTP Scoring Criteria will be used to initially evaluate and rank all applications received. Other funding criteria include: regional distribution of grant awards; and consideration of funding of projects that serve all trail user types, are sustainable, include public need, financial and political support and demonstrate connectivity to other trail(s).

North Carolina Trails Committee Review and Funding Recommendations - August 2014

The North Carolina Trails Committee will review all final applications received and make RTP grant funding recommendations to the Secretary of the Department of Environment and Natural Resources, who is authorized to award RTP grants.

The North Carolina Trails Committee considers the following factors when making their RTP grant funding recommendations:

- The required:
 - 30% to Off-Highway Vehicle Trail Projects
 - 30% to Non-Motorized Trail Projects
 - 40% to Diverse/Multiuse Trail Projects
- Regional distribution of funds
- Projects that serve all trail user types
- Implementation of sustainable trail practices
- Construction readiness
- Community and public support of the trail project
- Demonstrated fiscal & political support
- Compliance with and understanding of environmental conservation and regulations
- Secured legal access for public use to the project site

Notification of Grant Award - Secretary's Award Letter – September 2014

Applications recommended for funding by the NCTC will be forwarded to the Secretary of DENR for review and approval. Grantees whose projects are selected for funding can expect an award letter from the Secretary in September 2014.

Note: *This letter will be notification that your application has been approved for funding. A contract must be fully executed between the State of NC and the Grantee before you are authorized to expend funds that you will want to be reimbursed as a part of this RTP Grant.*

Review of Recommended RTP Applications for Compliance with Environmental and Historical Rules and Regulations – September to December 2014

All RTP applications selected for funding will be reviewed by the NCDPR – Natural Resources

section, NC Natural Heritage Program (NHP), State Historic Preservation Office (SHPO), and the Federal Highway Administration (FHWA).

Award of State Grant Contracts for 2014 RTP Projects - January 2015

All 2014 RTP applications approved for funding and found in compliance with State and Federal environmental and historical rules and regulations will be sent to the Division of Purchase and Services who will execute the individual grant contracts for signature.

Contracts must be fully executed by all parties prior to a grantee encumbering any funds or match donations they want reimbursed through the 2014 RTP. You will receive 4 paper copies of your State Grant Contract. These 4 copies are to be signed and returned to the Division of Purchase and Services for their signature. This process can take up to eight weeks to complete. Tentative date for issuance of contracts is January 2015.

Only after you have a fully executed copy of this grant contract can you begin work on your specific project for which you want reimbursement.

Award of State Grant Contracts for 2015 RTP Projects - February 2015

If 2015 funding of the Federal RTP has been authorized by this time, all 2015 RTP applications approved for funding and found in compliance with State and Federal environmental and historical rules and regulations will be sent to the Division of Purchase and Services who will execute the individual grant contracts for signature. **Contracts must be fully executed by all parties prior to a grantee encumbering any funds or match donations they want reimbursed through the 2015 RTP.** You will receive 4 paper copies of your State Grant Contract. These 4 copies are to be signed and returned to the Division of Purchase and Services for their signature. This process can take up to eight weeks to complete. Tentative date for issuance of contracts is February 2015.

Only after you have a fully executed copy of this grant contract can you begin work on your specific project for which you want reimbursement.

STATE GRANT CONTRACT START AND END DATES

The State Grant Contract provides the grantee a start and ending date for a grant project. (All contract dates listed on the above timeline are tentative; final contract dates are set when information and contracts are distributed by Division of Purchase and Services). The State will NOT reimburse a grantee for any project expenditures that are dated prior to the start date or after the contract ending date as noted in the contract document.

State Grant Contracts for RTP grants provide the grantee two (2) years to complete the project. A grantee may request up to a one-year extension given sufficient explanation and timeline for

expected completion.

*This extension request **must be submitted** to State Trails Program Grants Manager 90 days prior to the contract end date to allow time for processing and approval.*

CONSULTATION AND TECHNICAL ASSISTANCE

Your State Trails Program staff are ready to assist you in the development and/or review of your 2014-2015 RTP Pre-Application and your 2014-2015 Final RTP Application. Please request our assistance.

A listing of staff can be found online at http://www.ncparks.gov/About/trails_contacts.php.